

LATER YEARS STUDENT HANDBOOK



**RESPECT, INTEGRITY, CARE AND
EXCELLENCE**

2025

Contents

Introduction		Pg. 3
Later Years Team		Pg. 4
Key Dates		Pg. 5-6
Introduction to VCE Studies		Pg. 7
The VCE Requirements	Duration	Pg. 7
	Satisfactory Completion of the VCE	Pg. 7
	Satisfactory Completion of a Unit	Pg. 7
VCE Program and Assessment	Year 11 Program	Pg. 8
	Unit 1 & 2 Assessment	Pg. 8
	Year 12 VCE Program	Pg. 8
	SACs and SATs Unit 3 & 4 Assessment	Pg. 8
	What do S, N and NA mean?	Pg. 8
Students Meeting Deadlines		Pg. 8
Attendance		Pg. 9
Presentation of SAT's		Pg. 10
Unit 'N' Results		Pg. 10
Extensions		Pg. 10
VCE Exams	June and November	Pg. 10-11
Examination Expectations	Attendance requirements, Reporting	Pg. 10-11
The GAT Exam		Pg. 11
Course Load (VCE)		Pg. 12
Mathematics and Science Pathways		Pg. 12
Promotions Policy		Pg. 12-13
EAL Pathways		Pg. 13-14
Fast Track / Acceleration Studies		Pg. 14
Virtual School Victoria		Pg. 14
Unscored VCE		Pg. 15
Final Day for Course Changes		Pg. 15
Policies and Procedures	Possible Breach of Authentication	Pg. 16
	Plagiarism/Copying	Pg. 16
Special Provision		Pg. 16-17
Study Information for Students	Successful Study – What does it look like?	Pg. 17
	Homework versus Home Study	Pg. 18
	Advantages of Study	Pg. 18
	Drive Your Own Learning	Pg. 19
	Use of Study Periods	Pg. 19
Appendices/Forms/Applications	Appendix 1 – Satisfactory Completion of a Unit	Pg. 20
	Appendix 2 – Process for VCE Redemption (Resit) and Reschedule (Alternate)	Pg. 21
	Appendix 3 – Notification of Potential Breach of Authentication	Pg. 22
	Appendix 4 - Request for Subject/Class or Home Group Change form	Pg. 23
	Appendix 5 – Application for Assessment Task Extension	Pg. 24
	Appendix 6 – Application to Redemption Result	Pg. 25
	Appendix 7 – Declaration of Student's Own Work	Pg. 26
	Appendix 8 – Student Driving to School Policy	Pg. 27-30

Introduction

This handbook is designed to assist students at Alkira Secondary College in matters relating to Victorian Certificate of Education (VCE) studies (including VCE Vocational Major/VM) studies in 2025. It also contains information about specific rules, processes and procedures that are applied in the VCE/VCE VM at Alkira Secondary College. This handbook should be read in conjunction with relevant policy documents, and accessible via the college website. Of particular relevance is the Later Years - Student Policy.

The Victorian Curriculum and Assessment Authority (VCAA) is responsible for the development, maintenance, and implementation of the VCE. The information in this booklet is largely based on the 'VCE Administrative Handbook', an official publication of VCAA available online at:

<https://www.vcaa.vic.edu.au/administration/vce-handbook/Pages/index.aspx>

Students enrolled at Alkira Secondary College must abide by the administrative guidelines and regulations of the VCE. It is the responsibility of students and their parents to be fully aware of VCAA regulations and the expectations of Alkira Secondary College relating to the VCE (including the VCE Vocational Major).

The Later Years Student Handbook should be read in conjunction with all other relevant policy documents, specifically the Later Years Student Policy. These can be accessed via the college website.

Parents and students should contact the relevant Later Years Team member or specific teaching staff if they have any questions relating to the rules, processes and procedures contained within this handbook.

Alkira Secondary College – Later Years Team

Later Years Team for 2025

Later Years Assistant Principal
 Year 12 Subschool Leader
 Year 12 Year Level Coordinator
 Year 11 Subschool Leader
 Later Years Subschool Leader

Jason Nicholas
 Samara Varker
 Kiran Kaur
 Simone McKenzie
 Kate Robertson

Later Years Administration Assistant
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Rebecca Oliphant
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Careers and Pathways

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VCE Studies at Alkira Secondary College 2025

VCE

Accounting
 Biology
 Business Management
 Chemistry
 Chinese Language, Culture and Society
 Computing
 Drama
 English
 English (EAL)
 Economics
 Food Studies

 Geography
 Health & Human Development
 History – 20th Century / Revolutions
 Literature
 Legal Studies
 Politics

Maths General
 Maths Foundation
 Maths Methods
 Maths Specialist
 Media
 Music
 Physical Education
 Physics
 Psychology
 Product Design and Technology
 Outdoor and Environmental
 Studies
 Art Making and Exhibiting
 Systems Engineering
 Visual Communication
 VCE VM Literacy
 VCE VM Numeracy

 VCE VM Work Related Skills
 VCE VM Personal Development
 Skills

VET

Community Services

Key Dates for Later Years Students 2025

Wk.	Date	Event
** Weeks 1 & 2 involve the Headstart program		
3	Tuesday 28th January	Term 1 Starts (staff only)
	Thursday 30th January	First Day Conferences
	Friday 31st January	First Day of Classes Years 7, 11 & 12
4	Thursday 6th February	Year 7-12 Alkira Citizen Day
	Friday 7th February	Session 3 - Year 12 VCE Assembly – VCAA Paperwork
5	Monday 10th February	College Photo Day
	Friday 14th February	Session 3 - Year 11 VCE Assembly – VCAA Paperwork
	Friday 14th February	Session TBC Year 10 Fast Track Assembly – VCAA Paperwork
6	Tuesday 18th February	Staff Professional Learning Day (no students)
	Wednesday 19th February	VCE and VCE VM Parent Q&A morning - Dari families 9-10:30am
	Wednesday 19th February	VCE and VCE VM Parent Q&A Night (Yr. 11 & 12) 5-6:30 pm
8	Friday 7th March	Special Examination Arrangement Applications Due to VCAA
9	Monday 10th March	Labour Day
	Tuesday 11th March	STRIVE Day 1 - The Summit
	Thursday 13th March	Swimming Carnival
12		Term 1 Ends
Term 1 Holidays		Monday 21st April - Easter Monday
13	Tuesday 22nd April	Term 2 Starts
	Friday 25th April	ANZAC Day
14	Wednesday 30th April	Year 11 Elevate - Study Sensei
	Thursday 1st May	Careers Expo excursion - all Year 12
15	Monday 5th May	Athletics Carnival
	Tuesday 6th May	Year 12 VCE-VM - RYDA Excursion
16	Thursday 15th May	Year 12 STRIVE Day #2 – Sessions 4-7
17	Friday 23rd May	Final Day for Unit 2 Course Changes
18	Friday 30th May	Year 10 Future Options Expo (Seniors to access afterschool)
20	Monday 9 th June	King's Birthday
	Tuesday 10th June – Friday 20th June	Yr 11 Exam period (TBC)
	Friday 13th June	Unit 3 in-class Trial Exams must have occurred
Start of Unit 2 and Unit 4		
1	Friday 27th	Year 11 Formal (TBC)
	Friday 27th June	Semester 1 Reports Due (excluding exam results)
2	Friday 4th July	Term 2 Ends
Term 2 Holidays		
3	Monday 21st July	Term 3 Starts
	Monday 21st July	Unit 1 Exam results due on reports
	Friday 25th July	Year 12 VCE English - Sunset BVLD excursion
4	Tuesday 29th July	Alkira SC – Course Selection Information Evening Year 11 and 12 2026 Info Evening (recording available)
	Wednesday 30th July	Year 10 & 11 Course Counselling Assembly session 1 (PC)
	Thursday 31st July	Year 11 & 12 Course Counselling Assembly TBC

5	Wednesday 6th August	Year 10 Course Selection Domain Presentations (sessions TBC)
6 & 7	Wednesday 13th – Monday 18th August Tuesday 19th August EAL	Year 10 & 11 Course Selection Days
	Tuesday 19th August	STRIVE Day 3 (Elevate - Ace your Exams and Guest Speakers) Sessions 4 and 5
10	Friday 12th September	Last Day for Unit 4 SACs
11	Monday 15th to Friday 19th September	Unit 3 Trial Exams
	Friday 19th September	Term 3 Ends
	Term 3 Holidays	Year 12 Holiday Exam Revision Sessions (week 1 – Mon-Thurs)
12	Monday 6th October	Term 4 Starts
	Monday 6th October – Monday 20th October	Unit 3 / 4 Exam Revision
	Friday 11th October	SEAS Closes tbc
14	Monday 20th October	Year 12 VCE Last Day of Classes/Assembly
	Tuesday 21st October	Yr. 12 Celebration Day
	Thursday 23rd October	Year 12 Graduation (Bunjil Place)
	Friday 23rd October	Last Day for Unit 2 SACs
16	Tuesday 4th November	Melbourne Cup Day
17 & 18	Monday 10th - 19th November	Yr. 11 Exam program (TBC)
Headstart for 2026		
1&2	Monday 24th November – Friday 5th December	2026 Headstart Program (TBC)
	Friday 5th December	Semester 2 Reports close
	Thursday 11th December	VCAA results released, ATAR Results
	Friday 29th December	Term 4 Ends

Introduction to Victorian Certificate of Education (VCE)

The VCAA (Victorian Curriculum and Assessment Authority) offers a diverse range of subjects that may contribute to the VCE. Most students' VCE programs consist of approximately 20-22 units usually completed over two years. The Victorian Senior Secondary pathways include the VCE, VCE Vocational Major (VM), and the Victorian Pathways Certificate (VPC). Both the VCE and VCE VM both lead to a VCE certificate being awarded.

Senior Secondary Certificates

Students have 2 enrolment options:

- the VCE, which includes studies with school-based and external assessments that can provide a study score towards an Australian Tertiary Admissions Rank (ATAR)
- the VCE VM, which includes studies with school-based assessments that do not provide a study score towards an ATAR.

The VCE (minimum requirement)

The minimum VCE requirement is satisfactory completion of 16 units that must include:

- 3 units from the English group, including a Unit 3–4 sequence
- 3 Unit 3–4 sequences, which can include further sequences from the English group.

The VCE Vocational Major (minimum requirement)

The minimum VCE VM requirement is satisfactory completion of 16 units that must include:

- 3 VCE VM Literacy units or units from other studies in the English group (including a Unit 3–4 sequence)
- 2 VCE VM Numeracy or VCE Mathematics units
- 2 VCE VM Work Related Skills units
- 2 VCE VM Personal Development Skills units
- 2 VET credits at Certificate II level or above (students may accrue 2 units of credit following the completion of UoCs to the total of 180 nominal hours drawn from multiple VET qualifications).

In addition to their Unit 3–4 sequence from the English group, students must complete a minimum of 3 other Unit 3–4 sequences as part of their program.

Each unit involves at least 50 hours of scheduled classroom instruction. VCE students also undertake up to 50 hours of self-directed learning for each unit. Satisfactory completion of a unit is based on successfully completing all outcomes within the unit. The school determines satisfactory unit completion in accordance with VCAA requirements.

The Victorian Pathways Certificate is a pathway that will be discussed with students and families if this is the most applicable Later Years Pathway option.

VCE Course Load

Year 11 and 12 VCE

Students in Year 11 and 12 VCE are required to take five VCE subjects or their equivalent at the college.

Course Load Conditions

VCE students may be permitted to undertake a reduced course load if one or more of the following conditions are met:

- There are significant medical or environmental conditions that make five subjects challenging for a Year 12 student. Documentation from the most relevant supporting specialist professional is required for consideration. For mental health-related conditions, a letter from a psychologist or psychiatrist (rather than a General Practitioner) is required.
- The student is undertaking a 3-year VCE and will not qualify for the VCE in a 2-year period.

Please note: Students completing a VCE language study outside of Alkira Secondary College do so with the understanding that this will be in addition to the above course load requirements. Any exception to this condition will be at the Principal's discretion.

VCE Vocational Major Course Load

Year 11 and 12 VCE Vocational Major (VM)

In general, students in the Year 11 and 12 VCE Vocational Major (VM) will:

- Attend Alkira four days a week.
- Undertake core subjects of Literacy, Numeracy, Work-Related Skills (Year 11) and Personal Development Skills (Year 12).
- In some cases, students may be eligible to undertake VCE Mathematics as an alternative to Numeracy.
- Students will undertake a VCE subject elective from a range of available options.
- Attend TAFE one day a week.

While most students at Alkira Secondary College undertake a two-year Later Years program, under exceptional circumstances, students may be offered the opportunity to complete their course over a three-year period. Exceptional circumstances include:

- Serious medical or environmental factors supported by statements from relevant professionals.
- A proven commitment to a representative sport requiring significant training time during normal school hours.
- A physical or learning disability/impairment which is ongoing and has, or is likely to have, a significant impact on the student's studies.
- An interrupted learning program due to overseas study, parents' work commitments, or hardship related to a lack of basic English language skills.

For each of the above, applications to undertake a three-year program must be accompanied by relevant documentation. Students applying for this option must seek approval from the Later Years Assistant Principal. A three-year program may also be recommended by the College in consultation with students and parents.

Note: For VASS results entry, all Outcomes and Unit results can only be recorded as 'S' or 'N'.

VCE Program and Assessment

Year 11 VCE program

Typically, a student will complete 5 subjects/studies at the college in Year 11. Some students are invited to do a Year 12 study as one of the 5 based on demonstrated academic achievement (see Fast Track Studies and Course Load).

VCE Unit 1 and 2 Assessment

The VCE is a dual-level certificate (Year 11 and 12) where students must demonstrate knowledge and skills to a satisfactory level ('S').

Students must achieve 40% or greater for each SAC/SAT task to avoid being required to undertake a Redemption Task. Work requirements (such as coursework/book work, homework tasks, etc.) are additional tasks that students are required to undertake to show an understanding of a Learning Outcome and therefore necessary to achieve an 'S' result.

Year 11 VCE Vocational Major program

In 2025 students will complete 4 subjects at the college in Year 11. These include Literacy, a maths, Unit 3&4 Work Related Skills and a VCE elective subject. Students are also required to undertake a VET/TAFE course as part of the program and undertake two blocks of Structured Workplace Learning placement (during the exam program).

VCE VM Unit 1 and 2 Assessment

The VCE is a dual level certificate (Year 11 and 12) where students must demonstrate knowledge and skills to a satisfactory level ('S'). Students must achieve at least a 'Satisfactory' grade descriptor on the grade range that includes - Excelling, Achieving, Satisfactory and Unsatisfactory' to achieve an S. Achieving an Unsatisfactory result will require students to undertake a redemption.

Year 12 VCE program

Year 12 students will study 5 subjects at the college. (see Course Load information).

Unit 3 and 4 Assessment

Most Unit 3 and 4 studies have at least 50% of their assessment based on exams except for Folio/Performing/Language based subjects. The other 50% is based on School Assessed Coursework (SACs) or School Assessed Tasks (SATs). Teachers select from the range of options for these as outlined within the relevant VCAA Study Design. Students will be clearly informed of the tasks they are required to undertake for each SAC or SAT by their classroom teacher. Students must achieve 40% or greater for each SAC/SAT task to avoid being required to undertake a Redemption Task. Work requirements (such as coursework/book work, homework tasks, etc.) are additional tasks that students are required to undertake to show an understanding of a Learning Outcome and therefore necessary to achieve an 'S' result.

Year 12 VCE Vocational Major program

In 2025 students will complete 4 subjects at the college in Year 12. These include Literacy, a maths, Personal Development Skills (students must satisfy both Units) and a VCE elective subject. If students have not studied or satisfied Work Related Skills in Year 11, this must be completed in place of the VCE Elective subject. Students are also

required to undertake a VET/TAFE course as part of the program and undertake an block of Structured Workplace Learning placement.

VCE VM Unit 3 and 4 Assessment

The VCE is a dual level certificate (Year 11 and 12) where students must demonstrate knowledge and skills to a satisfactory level ('S'). Students must achieve at least a 'Satisfactory' grade descriptor on the grade range that includes - Excelling, Achieving, Satisfactory and Unsatisfactory' to achieve an S. Achieving an Unsatisfactory result will require students to undertake a redemption to demonstrate the required Key Knowledge and Skills of that Outcome.

What do S and N mean?

School Assessed Tasks/Coursework use these codes to indicate the level of achievement to students on work submitted:

- Work or assessment tasks are marked according to a criteria sheet/assessment rubric and a mark will be allocated according to how many marks are available for the task. Satisfactory completion will result in an "S"
- Work assessed below 40% for VCE or 'Unsatisfactory' for VCE VM, will require students to complete a Redemption Task in an effort to satisfy the outcome.
- Following the redemption process, student work that has not satisfactorily demonstrated the required key knowledge and skills will be awarded an N for the outcome and therefore the unit (unless authenticated coursework can be used to satisfy the outcome).
- Students who receive an N for a Unit 3 VCE study are unable to continue on to Unit 4. Students who receive an N for either Unit 1 or 2 may be permitted to continue in that study at the discretion of the Later Years Team.

Absence from SAC or Redemption/Resit:

If a student is absent from a SAC, Reschedule or Redemption task, their absence **must** be a 'school approved' , including providing a medical certificate (or equivalent) upon their return, to the Later Years office. The student will be required to sit the assessment during a Reschedule/Redemption Session (Monday and Wednesday 3:10 pm – 4:40 pm) within approximately a one-week period.

If the absence is **not 'school approved'**, e.g. no medical certificate is provided, an 'N' result will be issued for the SAC/Outcome or for the Unit if it was a Redemption that was missed.

Meeting Deadlines

If a student does not meet a due date or deadline and has not been granted an extension, they may be required to attend an interview with the relevant Later Years SubschooL Leader to determine the consequences. This applies to both SAC and SAT components. If a student has a school-approved absence for either type of assessment, the task or a replacement task may be completed through the normal rescheduling process. However, if the absence is not school-approved, the student will receive a score of zero for the task but will be granted an additional opportunity to demonstrate the Learning Outcome through the Redemption/Resit process.

Later Years Student Attendance

VCE / VCE Vocational Major (Year 11 and 12) Attendance

Success in VCE starts with attending each day. Attendance in class ensures that our students have access to instruction and set work in order to keep up to date with their studies. While the college understands that some absences are unavoidable due to health, medical, legal or family reasons, students in Years 11 and 12 are required to attend 90% of scheduled classes to satisfactorily complete a unit of study.

Students must maintain a VCE, VCE VM, and VPC attendance rate (accessible as "VCE % Attendance" via the Compass portal) of at least 90% for each VCE unit. The relevant Later Years SubschooL Leader will closely monitor attendance and communicate with students, parents/carers, and teaching staff regarding students whose attendance is

concerning. The College has a staged response to support student attendance. Later Years SubschooL Leaders may meet with students and their parent/guardian to review absences and discuss the consequences of unapproved absences.

At the end of a unit, attendance below 90% may result in an “N” result, as teachers may be unable to authenticate the student’s work.

To satisfy VCE Attendance Policy requirements, the following guidelines will be applied in conjunction with Compass attendance data:

- Fifteen or more absences in total (approved or unapproved), excluding legitimate college activities such as sports or excursions, and excluding extended illness approved by the Later Years SubschooL Leaders (e.g., time in hospital), will result in an “N” result for the unit.
- Documentation to support a school-approved absence must be submitted within five days of the student’s return to school; otherwise, the absence will be recorded as unapproved.

A school-approved absence may include:

- An illness requiring medical treatment, for which a valid medical certificate is presented to the Later Years Office
- An approved college excursion or sporting event
- A serious issue, reported to the Later Years AP/SubschooL Leader, that has caused the student significant hardship, such as a death, funeral, or traumatic event

Medical Certificates:

- If a student is absent from school, they must submit a valid medical certificate from a doctor to the PLater Years Office.
- If a student is absent on the day of a scheduled assessment, they must provide a valid medical certificate from a doctor for the absence to be approved and to undertake the assessment for a scored result.
- The **medical certificate must be dated for the day of the absence and cannot be backdated.**

Family holidays, part-time work, licence tests and other similar causes for absence are not acceptable school approved absences.

The Later Years Team will meet with students with attendance below 90% at the conclusion of each unit to allow the student (and student’s family) to present any extenuating circumstances to be considered under Special Provision related to the student’s inadequate attendance. At this meeting students will be informed of the final unit result for any affected studies and the impact that this may have on their pathway at the college.

Experience shows that one of the first indicators of a student being at risk is when they start missing class. Students and their family are encouraged to address attendance issues early to avoid these developing into a habit that may quickly result in unsuccessful and unsatisfactory performance.

Submission of SATs

This applies to Design and Technology, Computing, Media, Studio Arts, Systems Engineering and Visual Communication.

Students will be provided with a clear outline of requirements for each SAT, together with progressive authentication dates as decided by the teacher. Students must remain organised and adhere to the set timeline, including presenting your work a minimum of three times to your teacher during the development of the SAT for authentication and ongoing assessment.

N Result for Unit

If a student has not satisfied an outcome (and therefore the unit) teachers will consult with the Later Years Subschool prior to this decision becoming final. In Year 11, students who receive an 'N' result will continue to attend this timetabled class. The Later Years team will meet with the student and determine what their plans are in regard to that particular subject. If their intention is to continue in Unit 2 or 3 they would be best advised to continue with their classwork (however they would not be assessed for an 'S' result). For all Virtual School Victoria, VET, or other external studies, the Later Years team will determine how the student will be required to spend their timetabled class time during private study (if another study cannot be commenced). For students who do not satisfy a Unit 3 / 4 subject, the Later Years team will meet with the student (communicate with family) regarding their program for the remainder of the year. This includes being advised by the Later Years Assistant Principal where the student will complete supervised study for their other subjects during these additional study periods. This may be within another timetabled class.

Extensions

A student may apply for an extension of time at the school level to complete assessment tasks, SACs or SATs (or other forms of assessment) by using the Application for Assessment Task Extension form (see at rear of this handbook). An extension will only be granted on the basis of a medical certificate or other convincing evidence of good reason, such as a death in the family, other family crisis, or having to represent the school or alternative body at an event. Wherever possible, the extension request should be made prior to the due date. In extenuating circumstances in Semester 1, S or N results can be held over as N (redeemable) under this condition

Exams

Year 11 VCE Exams:

The VCAA does not assess units at this level. At Alkira Secondary College, the policy is to have assessment tasks that reflect what is required at Unit 3 and 4, to provide the best possible learning preparation for the following year. The assessment tasks during the Unit are used to allow students to exhibit Learning Outcomes.

Year 11 Exams:

Mid-Year: Tuesday 10th June – Friday 20th June (TBC)
End of Year: Monday 10th November – Wednesday 19th November

During this period, formal classes will not be held, and exam attendance is **compulsory** for all students. Classroom teachers should design exams that effectively challenge students within the allocated time, allowing them to demonstrate their understanding of the Study Design's Key Knowledge and Skills. Exam performance may be used to assess students' suitability for continued Fast Tracking within a study or for progression to Units 3 and 4. Special consideration will be given on medical or compassionate grounds when formal documentation is provided. Family holidays are not an approved excuse for non-attendance at examinations.

Formal documentation includes medical certificates or certificates of attendance from other authorised organisations for exceptional circumstances.

VCE VM students will continue regular classes during the VCE examination period unless they have a Structured Workplace Learning placement arranged by the required date, with all necessary paperwork completed.

Attendance in examination periods

Year 11 VCE students are expected to attend school for exams only during the exam period.

Year 11 VCE VM students will undertake Work Placement during the two exam periods (with the exception of TAFE days).

Students who are absent for an examination

The college will not provide alternative times for students to sit exams (unless an exam is rescheduled due to an exam timetable clash). Students who are absent must provide the school with a medical certificate or official notification providing a reason for absence or they will be awarded an N result. Family holidays are not recognised by the school as an approved reason for absence from an examination.

Students who are absent from an exam with a 'school approved' absence will be awarded an NA.

Students with Special Provision

Year 11 examinations may only be modified according to individual student requirements as formally approved via Special Provision. Provisions may include such things as additional reading or writing time, providing assistance with writing, use of a laptop, breaks, separate rooms etc. Please see the Later Years Assistant Principal / Year 11 SubschooL Leader if you have questions regarding Special Provision.

Students enrolled during the semester

Students who are enrolled more than ten weeks prior to the examination (including holidays) are expected to complete the exam. Students who are enrolled 5-10 weeks before the exam are expected to sit the examination; however, teachers will modify the expectations according to the areas of study that the student has covered. Students who are enrolled less than four weeks prior to the exam will be expected to complete an alternative task (set by the classroom teacher) during the examination time.

Reporting on examinations

Examination results for Year 11 are reported as a separate item on the mid and end of year reports. Year 11 examinations are separate to School Assessed Coursework (SAC).

The GAT (General Achievement Test) – Tuesday 17th June 2025

The GAT is a two-part test required for all students completing any Unit 3/4 studies, including VCE, VCE VM, and VET. It is a key tool in the statistical moderation of SACs and contributes to the generation of Study Scores and ATARs, along with Indicative Grades and class result profiles. In cases where students are unable to complete exams effectively, the GAT may also support a Derived Exam Score application via Special Provision. Please note, however, that this application is subject to VCAA approval and may or may not be granted.

Completing the GAT to the best of their ability is in each student's best interest, as it can impact both their own results and those of their classmates. Additionally, GAT results may now be considered in applications to some university courses.

At Alkira, all students undertaking the VCE VM will complete Section A of the GAT only. All students will receive a report that states their Literacy and Numeracy mapped against Nationally recognised benchmarks.

No Year 12 or Year 11 VCE VM classes will run on the day of the GAT.

Unit 3 & 4 Exam Dates

Unit 3 in class Practice Exams:	finish Friday 13th June
GAT:	Tuesday 17 th June
Year 12 Trial Exams Program:	Monday 15 th September – Friday 19 th September
Performance/Language:	Thursday 16th October – Sunday 26th October
VCAA Exams:	Tuesday 28 th October – Wednesday 19 th November

Course Load**Year 11 and 12 VCE (Standard)**

Students in Year 11 and 12 VCE are required to take **five** VCE subjects or their equivalent at the college.

Course Load Conditions

VCE students may be permitted to undertake a reduced course load if one or more of the following conditions are met:

- there are *significant* medical or environmental conditions that make five subjects onerous for a Year 12 student. Documentation from the most relevant supporting specialist professional is required for consideration i.e. for mental health related conditions, a letter from a psychologist or psychiatrist rather than a General Practitioner is required.
- the student is undertaking a 3-year VCE and will not qualify for the VCE in a 2-year period

*****Please note – students completing a VCE language study outside of Alkira SC, do so with the understanding that this will be completed on top of the above course load requirements. Any exception to this condition will be at the Principal's discretion.***

VCE Vocational Major Course Load

Year 11 and 12

In general, students who are undertaking the VCE Vocational Major (2024 Year 12 students will have a different program) will:

- Attend Alkira on 4 days a week and VET/TAFE 1 day.
- Students will undertake core subjects of Literacy and Numeracy during both years
- Personal Development Skills and Work Related Skills will be for one year each.
- Undertake a VCE subject or additional in school VET
 - In some circumstances students may be eligible to undertake a VCE Mathematics as an alternative to Numeracy
- Year 11 VCE VM students participate in two block placements of Workplace Learning during the Year 11 Exam Program.
- Year 12 VCE VM students participate in one block placements of Workplace Learning during the Year 11 Exam Program.

*****Students who are undertaking a School Based Apprenticeship or Traineeship will have an individualised program.***

Mathematics and Science Pathways

Alkira Secondary College is committed to providing structured Later Years pathways that challenge students while setting them up for success. To support this, academic benchmarks are in place for certain Science and Mathematics subjects at the VCE level. These benchmarks ensure students have the foundational knowledge and skills required to necessary to satisfy in these specific studies, maximising their chances of achieving successful outcomes.

Science

- Students must be assessed as at least 'At Standard' in Year 10 Science to be eligible for Year 11 Chemistry or Physics.

Mathematics

- **Year 11 General Mathematics:** Students must average at least 60% in Year 10 General Mathematics assessment tasks or have completed and satisfied Year 10 Mathematics Methods.
- **Year 11 Mathematical Methods:** Students must average at least 60% in Year 10 Mathematical Methods assessment tasks during Semester One and complete at least 80% of expected coursework tasks.
- **Year 11 Specialist Mathematics:** Students must average at least 70% in Year 10 Mathematical Methods assessment tasks during Semester One and complete at least 80% of expected coursework tasks.

These requirements are outlined in the Later Years/VCE Student Handbook and are in place to ensure students are well-prepared for the demands of these challenging subjects.

Promotion from Year 10 to Year 11 at Alkira Secondary College

At Alkira Secondary College, the transition from Year 10 to Year 11 is a carefully guided process designed to ensure every student is placed on a pathway that aligns with their strengths, goals, and readiness, paving the way for success in the Later Years and beyond. This process considers a range of factors to create an informed and individualised pathway for each student. Key considerations include:

- **Academic Performance:** Year 10 academic results, including subject grades and overall achievement, are key considerations for promotion and pathway planning. Strong English literacy levels are particularly important, as they underpin success across all VCE and VCE Vocational Major pathways, impacting a student's ability to comprehend and complete complex tasks satisfactorily.
- **Data Analysis:** Results from NAPLAN, PAT, and eWrite assessments provide insights into student strengths and areas for improvement, helping to guide informed decisions.
- **Attendance:** Regular attendance is crucial for success and will be factored into pathway planning.
- **Pathway Options:** Students will be guided toward pathways that best suit their skills, interests, and readiness, including:
 - Traditional VCE
 - VCE Vocational Major (VM)
 - Access to specific subjects based on prior performance
 - Undertaking a VET (Vocational Education and Training) course
 - School-Based Apprenticeships or Traineeships
- **Multiple Pathways to Success:** Students and families are encouraged to recognise that there is no single pathway to success. The VCE VM can serve as a pathway to university or further training for students who may not yet be ready for a traditional VCE workload in Year 11.
- **Individualised Planning:** The promotion process involves personalised discussions with students and families to map a pathway that aligns with each student's goals and current abilities.
- **Focus on Readiness:** Pathway decisions are made to ensure students are prepared for success in the Later Years and equipped with a plan for life beyond Alkira, whether in higher education, vocational training, or the workforce.

Promotion from Year 11 to Year 12 at Alkira Secondary College

The transition from Year 11 to Year 12 is guided by clear criteria to ensure students are academically prepared and meet the necessary prerequisites to achieve their Year 12 certificate at the end of the following year. Students must fulfill the following requirements to secure access to a full Year 12 VCE or VCE Vocational Major (VM) program:

- **Minimum Unit Completion:** Successfully complete at least six (preferably seven) Units 1 and 2, including one English.
- **Attendance Requirement:** Meet the 90% VCE attendance benchmark, tracked via Compass.

Additional Considerations:

- Students who receive an 'N' in a Unit 1 VCE subject will have their pathway reviewed. They may continue to Unit 2 at the college's discretion or switch to a subject where success is more likely.
- Students who receive an 'N' in both Unit 1 and Unit 2 of a subject will not be able to pursue that subject in Year 12.

This ensures that students are well-positioned to meet the academic requirements of Year 12 and successfully complete their chosen certificate.

VCE to VCE VM transition

This can only occur if the criteria of the program can be met. This includes being formally enrolled in a VET course. Generally, this will only be possible prior to and following Headstart and in negotiation with the Later Years team in the first two weeks of the academic year.

Fast Track Studies

Alkira Secondary College has high expectations for student performance and achievement. To maximise VCE performance, students are encouraged to 'Fast Track'/accelerate within a study, however academic **benchmarks must** be met to ensure student capacity to cope with the additional challenge and to ensure the likelihood of success. Acceleration would normally commence in Year 10 within a Year 11 VCE study.

Fast Track within One VCE Study only

- Using student achievement and attendance data, the college will invite all students able to Fast Track prior to course selection being completed
 - Achievement data - a minimum eWrite scaled score of 480 in Year 9, in conjunction with NAPLAN, Learning Task (across all subjects) and attendance results
- Invitations will list subjects that students can select from to Fast Track within
- Eligible students are permitted to Fast Track within one VCE subject only
- Course load requirements should be considered when making decisions regarding Fast Track
- Students must be at the expected standard in English (and across subjects) and working Above the Expected Standard in the most related subject area.

Continuing to Fast Track/Accelerate

Acceleration is not automatic and is determined each year based on a student's overall academic performance. To be permitted to 'Continue to Accelerate', students **must** have met VCE Attendance requirements, and passed all SACs and exams, achieving an average of **at least** to 60%. If achievement is not at this level, a student may be required to select an alternative Year 11 VCE subject or re-attempt the Fast Tracked VCE subject at Unit one and two level once again.

*****Please note - for a language completed at a Victorian Language School to be considered part of a student's course load as a Fast Track subject, the student must be invited to Fast Track and have prior approval from the Later Years Leader.***

Virtual School Victoria (VSV)

Alkira Secondary College offers a wide range of VCE options but may permit students to undertake a VCE subject with Virtual School Victoria (VSV) if all the following conditions are met:

- The student has achieved a 'Satisfactory Semester/Unit Result' in all Year 10/11 English units.
- The subject is offered at Alkira but clashes with another study in the student's pathway plan.
- A teacher at the college can support the student's learning.

Only Year 11 and 12 students are eligible to select VCE units through VSV.

Students must complete a VSV Application Form (available from the Later Years Office) and submit it during the course selection process. Applications are not guaranteed, so students should make alternative study choices.

Unscored VCE

All VCE students at Alkira Secondary College enroll in the VCE with the understanding that they are expected to complete exams for each Unit 3/4 sequence. The Year 12 SubschooL Leader and Later Years Assistant Principal may identify a very small number of students prior to the end of Term 3 each year and offer them the opportunity to undertake an 'Unscored VCE'. This offer will be made after careful consideration of various factors that have impacted or are impacting the individual student.

Students approved to complete their VCE as Unscored, **must still undertake all requirements of the outcomes specified for the unit, including any school-based assessments**. A teacher's judgement on whether the student has satisfactorily achieved the outcomes for a study as determined by evidence gained through the assessment of a range of set work (learning activities) and assessment tasks (including school-based assessments) **must be consistent for all students who are being assessed for levels of achievement in the study and those who are not**.

Choosing an Unscored VCE may limit some post-secondary options, so this decision is initiated by the College in partnership with the student and their family. While students and families can express interest in this option, confirmation will still occur in Term 3. The Year 12 SubschooL Leader, Later Years Assistant Principal, and Careers/Pathways Leaders will guide prospective students and their families through this process and inform teachers of any students approved for this pathway.

Final day for Course Changes

- **Unit 1 and Unit 3 Changes:** Must be completed no later than the day following Headstart. Subject changes at the start of the academic year (February) are not permitted unless recommended by the school or for new enrolments.
- **Unit 2 Changes:** Final date is Friday, 6th June 2025.

Students wishing to change subjects must see the relevant Later Years AP/SubschooL Leader and submit a *Request for Subject/Class or Home Group Change* form (Appendix 6) before the deadlines.

Changes based on teacher preference or friendship groups will not be approved unless under exceptional circumstances. After the deadlines, changes will only be allowed at the college's request. Note that subject changes are subject to timetabling constraints and class sizes, so availability is not guaranteed.

Policies and Procedures

Possible Breach of Authentication

SACs and SATs are subject to VCAA authentication requirements – students must submit **only their own work** and acknowledge other influences (including any use of AI) in their work appropriately. Please note that the onus of proof here is on the student – they may be required to supply drafts and evidence of background work in the event of an appeal.

The college community will be notified of these rules by:

- Staff will be alerted via staff meetings and the Later Years Teachers Handbook.
- Students will be alerted via this handbook, through other publications, and at level assemblies.
- The wider school community will be informed through newsletter items and at VCE Information sessions and evenings.

Where a teacher is not satisfied that the work submitted is the student's own, they must complete a pro forma *Notification of Potential Breach of Authentication Form* (please see the rear of this handbook) and submit it with the evidence to the Later Years Assistant Principal / Subschool Leader. This should occur promptly following the submission of work and concerns relating to authentication. This process may also be initiated as a result of allegations made by another student/s. The Later Years Assistant Principal will ensure that the process for breaches of this nature are followed correctly from this point as per the handbook and will keep the teacher informed at each stage of the process.

The stages are as follows:

- Notification made to Later Years Assistant Principal or Subschool Leader
- Potential breach investigated
- If necessary, a notification of a formal interview with a principal elected panel will be convened if there is sufficient reason to believe that a breach may have occurred.
- Where it is determined that a breach has occurred, the Principal (or nominee) will inform the student in writing of the penalty imposed and the provisions for appeal. Notification should be made within 14 days of the initial interview. The Principal (or nominee) will inform the VCAA of the breach according to their requirements. Students have the right to appeal the decision. Students in this situation should speak with the Later Years Assistant Principal / Subschool Leader if they intend to pursue this course of action.

Sanctions that may be applied as an outcome of breaching authentication can vary in severity. Sanctions can include repeating a set task, through to dismissal from all VCE programs. The final consequence depends entirely on the circumstances and nature of the offence. All such breaches are treated extremely seriously by the VCAA.

Plagiarism/ Copying

In line with breaching authentication, Alkira Secondary College will deal with all plagiarism offences for work in units of study other than official SACs and SATs seriously. Teachers who suspect a student has plagiarised or copied work of another student, resource or through AI in their class will bring evidence to the notice of the Later Years Leader. The Later Years team will meet, and students will be allowed to present information to assist them in their case.

Students who are found guilty of submitting work that is plagiarised or copied on the first occasion will be required to complete an alternative task to meet the outcome, however they will get zero for the assessment task. This has implications for passing/satisfying the subject. Any students found guilty a second time in a year will receive an N for whatever unit in which the plagiarism was committed.

Special Provision

Special Provision is designed to allow students who have experienced hardship the maximum opportunity to demonstrate what they know and what they can do.

*****Please note – No Special Provision is to be applied in VCE without prior authorisation from either the Later Years Assistant Principal or relevant SubSchool Leader.***

There are three forms of provision:

1. Curriculum Delivery and Student Programs / School Based Assessment
2. Special Examination Arrangements/External Assessment
3. Derived Exam Scores

In each case there are specific eligibility requirements that apply. For the first one, the school determines what is suitable, while the school applies to the VCAA for the second two. ***In considering any ongoing Special Provision, the college has a responsibility to only grant Special Provision where there is significant documented evidence and that it will be approved by the VCAA for Special Examination Arrangements.***

Reasons for claiming Special Provision include:

- Significantly adversely affected by illness (physical or psychological), personal environment or other serious cause.
- Disadvantaged by disability or impairment, including a learning disability and hearing or vision impairment.

Special Provision strategies used in VCAA exams include:

- Extra writing time to complete the exam
- Rest breaks
- Provision of appropriate materials dependent upon the student's needs e.g. a laptop
- Provision of a scribe if necessary

Special Provision strategies used in SACs/SATs/internal exams to enable students to address their issues include:

- Allowing the student to complete at a later date
- Rest breaks
- Provision of a scribe if necessary
- Allowing the student extra time, including writing time
- Access to a separate room
- Setting a substitute task of the same type/challenge
- Replacing a task with a different type
- Using a planned task to assess more outcomes, or aspects of outcomes, than originally intended
- Using technology, aides or other special arrangements to undertake assessment tasks

Students should see the Later Years Leader if you think that you may be eligible for Special Provision or would like further information.

For students completing Unit 3 / 4 studies, Special Examination Arrangements can be requested if the condition would disadvantage the student in exams. Please note, the deadline for long-term conditions applications is in March, so applicable students need to be identified early. Families are prompted to consider if Special Provision is applicable during the VCE Information Evening at the start of the academic school year.

School-based applications for all coursework and Unit 1 and 2 exams will be dealt with by the Senior School and, if approved, the student's teachers will be notified of the strategies that should be applied as part of this consideration. This can also be used as part of a formal application to the VCAA.

External applications for Special Examination Conditions and Derived Scores will be completed by the Later Years Assistant Principal and then forwarded to the VCAA.

Study Information for Students

Successful Study – What does it look like?

Successful students have successful study habits. They may not all score an ATAR of 99 but work toward achieving their personal best. Ultimately, this means at the conclusion of their VCE students do not contemplate what could have been and have the lingering thought, “I wish I worked harder”. Successful students are able to make effective use of available time to maintain a balance between school, social and other commitments (work, sport, etc.).

How to be successful in your studies:

- Attend all classes, extra and revision classes and holiday classes.
- Be organised. Know what is due and complete it prior to this time.
- Work consistently throughout each week, term and unit. Avoid cramming.
- Know the difference between study and homework.
- Commit to achieving your personal best.
- Establish clear goals for each study session and the Unit/year.
- Manage your time effectively.
- Understand how you learn and utilise this within your study.
- Get things done. Don't wait for motivation to come.

Homework versus Home Study

Homework is completing outstanding work, and far too many students think that that is all that's required at VCE level. **Not even close!** While for many this may have been sufficient at junior levels, during VCE you will need to study your work, to develop and consolidate your understanding of key knowledge and skills within each. This handbook contains support material to provide some ideas as to techniques that may be effective for your study practices.

You should spend **approximately 2hrs/week for each Unit 1/2 study**, and **around 3hrs a week for each Unit 3/4 study** in homework and home study combined. For most students, this means 10 hours/week in Year 11 and 15 hours/week in Year 12. VCAA indicates that approximately 50 hours of out of class study should be undertaken per subject per Unit.

Homework vs Study

Homework	Study
<i>School work that is assigned to be done at home, often supporting new content introduced in class.</i>	<i>The devotion of time and attention to gaining knowledge of, and mastering, an academic subject.</i>
Homework prepares you for the next lesson	Study is continuous and on-going
Time per week – approx. 1 ½ hours per subject	Time per week – approx. 2 hours per subject
<ul style="list-style-type: none"> ● Text questions ● Worksheets ● Pre-reading or re-reading ● Glossaries ● Topical past exam questions ● Problem solving ● Viewing online clips/PowerPoints ● Chapter Summaries 	<ul style="list-style-type: none"> ● Reviewing new and past content – text, articles, notes, sample responses ● Summaries - Cornell Notes are great ● Graphic organisers – tables, Venn diagrams, graphs.... ● Mind-Maps – helps bring together key knowledge from an Area of Study ● Key Terminology – master the language to master the knowledge ● Past Exams - shows how areas of study may be combined in questions (VCAA Website) ● Examiners’ Reports – contains details of where marks are won and lost (VCAA Website) ● Feedback from Teachers – complete past exam or sample questions, seek feedback, act on feedback

Each week that goes by that you do not devote time to **STUDY** is time that puts you further and further behind the students that do, and it limits your capacity to achieve your best.

Completing the **HOMEWORK** will help you meet your **Coursework Requirements**, but may mean that, across the year, you are under-achieving in your **Assessment Requirements** if you are not maintaining a consistent study routine.

Advantages of Study:

- **Remembering** key knowledge
- **Applying** key knowledge in a range of ways
- Depth of **understanding**
- Clearer **connections** between areas of study
- **Linking** concepts together
- **Mastering skills** that will be assessed
- **Asking clarifying questions**
- **Use and apply the language** of the subject

Drive Your Own Learning

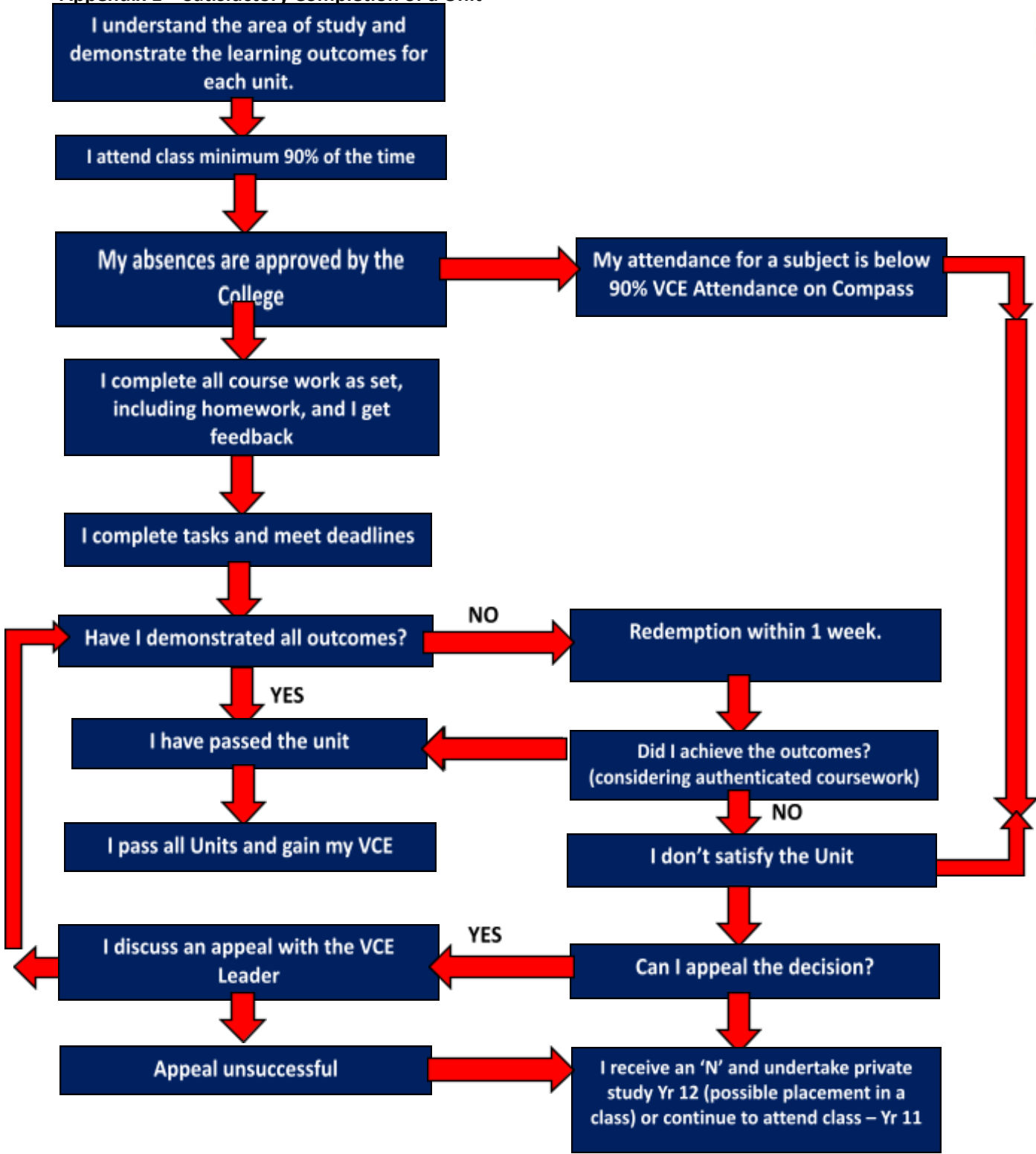
It is your education and your pathway to your future. As such, it is important that you take an active rather than passive role in your learning and education. Don't wait to be told what to learn, or how to learn it – look for opportunities in class to absorb all the information in your preferred way and ignore the others that are into distractions. See your teachers as a facilitator or resource for your learning, not the only means to it. Look to be proactive having read ahead, use multiple sources or information and resources, consistently access the relevant VCAA Study Designs and be familiar with the expected/required Key Knowledge and Skills that you will be assessed on for each Learning Outcome. Remember – you're in charge of your learning, so take and keep control.

Tutorial Sessions (Year 12 VCE students only)

In Year 12, in a usual week where Year 12 VCE subjects will have 6 sessions for each of their classes, one session will be an in-class tutorial session. During this time students may be provided with individual or group feedback from their teacher, access targeted support, work in small study groups, complete coursework for the class as examples. No new learning will take place during this time.



Appendix 1 – Satisfactory Completion of a Unit



VCE SAC Redemption / Resit Process - Students



It is the student's responsibility to meet the requirements for attending all assessment tasks
The College must be contacted on, or prior to, the day of assessment to advise of an absence
On return to school, student **MUST** produce a **MEDICAL CERTIFICATE** (or other professional documentation) and present it to Ms Oliphant in the Later Years Office for processing.

If no valid reason for absence:

Student will be offered a Redemption task – may be original task (rescheduled after school) for N to S but NO SCORE awarded

Student to see Ms Oliphant in the Later Years Office to be placed in SAC Redemption Session Event on Compass. Text and email sent via Compass to parent/guardian advising them of arrangement.

Task must be completed within **1 week** of original date.

If valid reason (to be decided by LYL) given for absence, with documentation:

Original task may be completed
Student will be offered a resit (rescheduled after school) for N to S with score awarded.

Student to see Ms Oliphant in the later Years Office to be placed in SAC Redemption Session Event on Compass. Text and email sent via Compass to parent/guardian advising them of arrangement.



If SAC is rescheduled:

Student **MUST** sit the SAC at the scheduled time (after school on **Monday** or **Wednesday**.)

Student has **1 week** from original date to complete the task

Failure to attend or submit work on time will incur an 'N'

No further redemption offered
Parents informed

Additional Information

It is the student's responsibility to meet the required standard and deadlines

Students may **redeem** the N to an S (not applicable to exams)

Student to complete original task or variation that demonstrates the required Key Knowledge and Skills as per Study Design (decided by teacher)

Student **MUST** adhere to new deadline (within **1 week** of being made aware of N result)

Task will **not** be awarded a score

Only **S or N awarded** if student has been granted redemption

Student to see Ms Oliphant in Later Years Office to be placed in SAC Redemption Session Event on Compass. Text and email delivered to parent/guardian advising them of arrangement.



Appendix 3 – Notification of a Possible Breach of Authentication
(Photocopy as required)

Notification of a Possible Breach of Authentication

Name and Home Group of Student: _____

Name of Study: _____

Details and evidence of Breach:

Name of Teacher: _____

Signature: _____

Date: _____

List of attachments:

Outcome/Actions (to be completed by the Later Years Assistant Principal / Subschool Leader):

Later Years Assistant Principal Signature: _____

Date: _____



Appendix 4 – Request to Change Studies

REQUEST FOR LATER YEARS SUBJECT CHANGE FORM

Students wishing to change subjects/class or homegroup should be aware that changes to any student's timetable are dependent on a number of factors (blocking groups, class sizes, subject prerequisites etc.) and the College retains the right to make this decision in the best interests of the College program. Students should complete and return this form to their Head of House (Later Years Office – A1).

Student Name _____ Student Code _____ Homegroup _____

Subject change from _____ to _____

Reason for Subject Change Request

Student/Parent may consider that any change may impact the student's ability to study particular subjects at Alkira or tertiary courses in the future. Where your change may result in changes to your pathway beyond school it is recommended that you discuss your request with the College Pathways Team and relevant subject or domain leaders.

Cost Information – Please Read

Student/Parents should note that if your request is successful, that by changing an elective you are giving consent to a change in elective fee. To view elective fees at any time please refer to the relevant Year Level Handbook on the College website. Please note: the College may refuse an elective change based on previous fees not being paid.

Student signature: _____ Date: _____

Parent/guardian consent:

I understand that my child's reasons for wishing to change Subject/Class /Homegroup and I understand that this could mean I am required for a meeting at the College to discuss this potential change. I also understand the information above regarding further costs incurred.

Parent/guardian signature: _____ Date: _____

College / Office Use Only

ACTION TAKEN	Signed/Initial	Date
Later Years Assistant Principal (<i>actions below where req.</i>) - Checks with TT if availability in subject/class - Checks with LY Leader viability / Pathways Team - If changed approved email all staff impacted from change		
Later Years ES change made in Cases/Compass		
Timetabler - TT changed in student options and to notify VASS Coordinator (if req.)		
Business Manager - finance charges & form filed.		

**Appendix 5 – Special Provision - Application for Assessment Task Extension
(Photocopy as required)**



Application for Assessment Task Extension

Student to Complete

Name and Home Group of Student: _____

Name of Study: _____

I acknowledge that all information included is accurate and true.

Student Signature: _____

Parent/Guardian Signature: _____

Reason for Applying for Special Provision/Assessment Extension - Details and evidence to be included/attached:

Name of Study/Subject Teacher: _____

Teacher's Comments

Teacher's Signature: _____

Date: _____

Subschool Leader's Signature: _____

Date: _____

This completed form should be submitted to the Later Years Office for consideration/Approval.
Appendix 6 – Redemption Process – Student Appeal Form
(Photocopy as required)



Redemption Process – Student Appeal Form

Student to Complete

Name and Home Group of Student: _____

Name of Study: _____

I acknowledge that all information included is accurate and true.

Student Signature: _____

Parent/Guardian Signature: _____

In the space provided below, please indicate any information that you think the college should take into consideration when considering this Appeal for a further Redemption opportunity. This may include information relating to career pathways requirements, medical/health issues, positive study/work/organisation habits that you have previously demonstrated, difficulties that have been faced, etc. Please *attach any other documentation* to this form that you wish to be considered.

Redemption Appeals will not be awarded for reasons including: there is insufficient evidence of personal difficulties or medical factors affecting SAC preparation, a student is behind in coursework, not seeking additional support/feedback from class teacher, or a student has not demonstrated proactive steps to achieve success in their studies.

<i>Office Use Only</i>	Outcome of Redemption Appeal	Successful	Unsuccessful
<u>Comments:</u>			

Please submit the completed form to the PCL office within 5 days of finding out your initial redemption result. The Later Years Assistant Principal will meet with the Subscool Leader to discuss this appeal and consider if a further redemption opportunity shall be provided or not. The Subscool Leader or Assistant Principal will contact the student to inform them of the Appeal outcome.

Date: _____

Subscool Leader Signature: _____

Assistant Principal Signature: _____

Appendix 7 – VCE Declaration of Student’s Own Work



Declaration of Student’s Own Work	
Date -	
Student Name -	
HG -	
Subject –	
Student Declaration –	
	<i>In signing this form, the student declares that all work submitted is their own. That if an assessment is being completed after the initial date, that students have not accessed information about the task from other students or another source. Any student found to have done so will be required to complete a redemption task and receive a ‘0’ for their numerical result.</i>
Student Signature -	
Parent Signature -	
Subject Teacher Signature-	
Subschool Leader Signature (if required)-	

This form is to be kept by the subject teacher.



Alkira Secondary College

STUDENTS DRIVING TO SCHOOL POLICY

Rationale:

Alkira SC has an increasing number of senior students who are driving to and from school. While most young drivers are careful, safety conscious and considerate when driving, they are one of the most vulnerable road user groups. Alkira SC has a responsibility to take all reasonable measures to ensure the welfare and safety of students. Our 'Driving to School' Policy outlines what we expect from student drivers.

Aims:

- To protect the safety of our students and other road users
- To maintain the positive culture and reputation of Alkira Secondary College in the community.

Implementation:

Requirements for students driving cars to school at Alkira Secondary College:

Any student who holds a valid Victorian licence and intends to drive to school, either on a regular basis or occasionally, must comply with the school policy and is required to complete the **Parent Permission** and **Student Agreement Form**.

School Requirements:

1. Students are required to adhere to all road rules and drive in a safe and responsible manner.
2. Students are only to use their car for travelling to and from school. **Please note:** students are only permitted to drive during the school day if they have a legitimate reason for exiting the school grounds, for example – a medical appointment. In these circumstances, the student must attend the Positive Climate for Learning Office, producing a signed parent /guardian note which indicates the following:

The reason for the early exit (eg medical appointment)
 The time and date of the student departure from the college
 An acknowledgement that their child will be utilising their vehicle upon exit

If the student doesn't possess a note with the above information, then contact home will be made.

3. Alkira SC will take reasonable steps to maintain our duty of care if we believe a student shouldn't drive (eg appears to be unwell, intoxicated or otherwise impaired) and will undertake the following protocols –
 - Speak with the student and attempt to dissuade them from driving, escorting them to sick bay (dependent on the circumstances)
 - Informing the parent/guardian/emergency contact, to come to collect their child, or an ambulance depending upon the seriousness of their presentation.
 - As required, the college will support arrangements for this vehicle to be secured safely.

If the student gets into their car, despite expressed concerns by school staff and attempts to dissuade them, then it might be appropriate to contact Victoria Police and/or the student's parents/carers or emergency contacts.

4. Students licence details and car make, and registration must be recorded with the school.
5. Students may only park in the neighbouring side streets and not on the school grounds.

6. Students are not permitted to carry other students as passengers to and from school without the written permission of their parent/guardian and the passenger's parent/guardian. No student may carry more than one peer aged passenger aged 16-22 years at any time, except siblings.
7. Student drivers, a parent/guardian and, if relevant, the parent/guardian of any passenger, must sign the *Parent permission* and *Student Agreement Form*.
8. Appropriate sanctions will apply where students fail to meet these obligations. Any unsafe driving behaviour or breaches of road rules will be reported to the police.

To be granted permission to drive to school, the following steps must be completed:

- Students collect the appropriate forms from the Positive Climate for Learning office.
- Forms are completed by all relevant persons and returned to the VCE Leader. Only when all forms have been vetted for their accuracy of completion, may a student drive to school.

Links and Appendices:

- <https://www.education.vic.gov.au/Documents/school/teachers/health/studdriver.pdf>
- Policy Statement (for students / school community)
- Information letter to Parent/Guardian of driver and passenger
- Parent and Student Agreement form

Evaluation:

This policy will be reviewed as part of the College's three-year review cycle or earlier as required.

This policy was last ratified by School Council in	August 2020
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